

SECTION 1.0 THE RECREATIONAL TRAILS PROGRAM

1.1 Program Overview

The Recreational Trails Program (RTP) was authorized in the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (SAFETEA-LU) in 2005. The RTP is a federal-aid assistance program to help States provide and maintain recreational trails for both motorized and non-motorized trail use. The RTP replaced the original National Recreational Trails Funding Program (also known as the Symms Act), which was authorized by the Inter-modal Surface Transportation Efficiency Act of 1991 (ISTEA) and amended by the National Highway System (NHS) Designation Act of 1995. The program provides funds for all kinds of recreational trail use, such as pedestrian use, which includes hiking, running, and wheelchair use. Other trail uses are bicycling, in-line skating, equestrian use, cross-country skiing, snowmobiling, off-road motorcycling, all-terrain vehicle riding, four-wheel driving, or other off-road motorized vehicle use.

Maine Bureau of Parks and Lands (BP&L) administers the RTP in Maine. RTP funds represent a portion of the federal gasoline tax attributed to recreation on non-gasoline tax supported roads. The federal government prescribes many of the regulations governing this program.

1.2 State Trail Advisory Committee

SAFETEA-LU requires that each state participating in this program create a State Trail Advisory Committee to provide counsel on RTP matters. The committee must represent both motorized and non-motorized recreational trail users and meet at least once per fiscal year. In Maine, the committee provides advice to the State Trail Administrator (STA) and the Maine Bureau of Parks and Lands Director regarding program policy and procedure. The committee also serves as the evaluation team that ranks RTP grant requests for review and approval by the BP&L Director.

1.3 Eligibility

Grants may be awarded to any of the following:

- Non-profit organizations
- Municipal agencies (cities, towns, counties, school districts, etc.)
- State agencies
- Federal government agencies
- Other governmental entities (Indian tribal governments, regional governments)

Applicants with outstanding/incomplete RTP projects from previous years cannot apply for current round of RTP grants unless all previous RTP projects are completed and closed out (final reimbursement request submitted to STA) by the current RTP application deadline date.

Eligible Projects: Permissible uses of RTP grant funds include:

Development Grants

- Maintenance and restoration of existing trails: may be interpreted to include any kind of trail maintenance (except routine maintenance), restoration, rehabilitation, or relocation. This category includes maintenance and restoration of trail bridges, or providing appropriate signage along a trail.
- Development and rehabilitation of trailside and trailhead facilities and linkages for recreational trails: may include development or rehabilitation of any trailside or trailhead facility, provided the facility has a direct relationship with a recreational trail. The definition of “rehabilitation” means extensive repair needed to bring a facility up to standards suitable for public use or to protect resources (not routine maintenance).
- Construction of new recreation trails: may include construction of new trail bridges, or providing appropriate signage along a trail.
- Acquisition of easements and fee simple title to property: may include acquisition of old road or railroad bridges to be used as recreational trail bridges. Acquisition of any kind of interest in property must be from a willing landowner/seller.
- Improvements to trail access and use by persons with disabilities and/or special needs.
- Water trails.
- Construction of new trails on federal land provided the project has been approved by the agency(ies) charged with the management of the impacted land.

Safety/Environmental Education Grants

- Operation of educational programs to promote safety and environmental education and protection as they relate to the use of recreational trails. Examples include, but are not limited to: trail safety signage programs; programs or activities (including printed material) intended to educate users regarding environmental issues; production of trail-related educational materials, whether on information displays, in print, video, audio, interactive computer displays, etc.

Projects Not Eligible: The following types of projects are inconsistent with RTP legislation or state RTP program guidelines, and are not eligible for RTP funding:

- Condemned Land – The RTP legislation prohibits using RTP funds for condemnation of any kind of interest in property, or to use the value of condemned land toward the match requirement for an RTP project. However, an RTP project may be located on land condemned with funds from other sources.
- Feasibility Studies – Trail feasibility studies are not permitted in the RTP legislation.
- Law Enforcement – Routine law enforcement is not permitted in the RTP legislation.
- Planning – Trail planning is not a permissible use of RTP funds.
- Road construction, sidewalks, gardening/landscaping, parks or park equipment, sprinklers or campgrounds are not eligible.
- Construction of motorized recreational trails on National Forest land that has been recommended for Wilderness designation.

- Upgrading non-motorized trails for motorized use, where motorized use is prohibited or has not occurred.
- Routine trail maintenance.
- Construction/improvements within a federal, state, county, or town road right-of-way.
- Purchase of trail building/grooming machinery and equipment.
- Funding of staff/intern positions.

1.4 Levels of Funding

- Safety and Environmental Education grant awards will not exceed \$5,000.00
- Development grant awards will be funded at three levels:
 - Small grants not to exceed \$10,000.00
 - Regular grants not to exceed \$30,000.00
 - Motorized bridge projects not to exceed \$100,000.00

1.5 Match Requirement

RTP grants will not exceed 80 percent, or the grant cap, of a project's total cost. The RTP grant is a **reimbursement grant**, meaning the applicant must be able to pay project costs in full as they are incurred prior to submitting requests for reimbursement of the 80% federal share. Applicants must provide at least 20 percent of a project's cost.

The match may include:

- Cash
- Volunteer labor, equipment, and materials
- Other Federal, state, and local grants

The value of volunteer labor may be calculated using two methods, depending on the type of labor:

- Professionals – If a person is professionally skilled in the work being donated to the project (i.e., a welder working on a steel trail bridge), the wage rate this individual is normally paid for performing this service may be charged to the project. **The rate cannot exceed prevailing wage (excluding common laborer) and/or equipment charges determined by the Maine Department of Transportation (DOT).** A list of DOT labor and equipment rates can be found at:
 - <http://www.maine.gov/mdot/laborrates.php>

The rates for labor should **not** include payroll additives or overhead costs.

- All other volunteer (unskilled) labor – Will be charged at a rate of \$8.00 per hour.

Volunteer labor, donated equipment and materials may be used as match only and is never a reimbursable item.

Note: Planning and environmental assessment (including cultural assessment) costs incurred less than 18 months prior to Federal grant approval may be counted toward the applicant's 20% match. All other costs incurred prior to Federal approval are not eligible for reimbursement and are not eligible to be used as match.

1.6 Eligible Project Costs

- Up to 10% of the grant amount can be used for costs associated with project engineering/design and/or project administrative costs.
- Employee costs/salary for “on-the-ground” project fieldwork.
- Consultant/contractor services (up to 10% of the grant for engineering and design costs).
- Supplies and materials for grant project work.
- Signs and interpretive aids.
- Construction, re-construction, and maintenance work on trails.
- Construction of bridges, railings, ramps, fences and retaining structures.
- Bank stabilization, re-vegetation (excluding landscaping), and erosion control.
- Trailhead/side development including parking, restrooms, and related facilities.
- Acquisition of land or permanent easements essential to trail access.
- Equipment rental.

1.7 Ineligible Project and Match Costs

- Food for volunteers working on project.
- Expenses related to the promotion of the organization.
- Advertising.
- Fund raising.
- Facilities that are ornamental and do not have direct benefit to trail users.
- Lodging.
- General overhead costs.

1.8 Control and Tenure

The applicant must have adequate control over any land (public or private) to be improved/developed with RTP grant funds. A general guideline for control and tenure of the property is for the public to have access and use of the RTP-funded trail/facility for:

- at least five (5) years **from the time of project completion** for small and regular grants; and,
- at least ten (10) years **from the time of project completion** for motorized grants in excess of \$30,000.

All easements, leases, licenses, use agreements, or control and tenure **must** be in place within 90 days of your grant award, otherwise the grant will be forfeited. The only exception is if your grant is an acquisition for land interests.

1.9 40-30-30 Requirement

RTP Legislation (23 U.S.C. 206) requires that States use 40 percent of their funds apportioned in a fiscal year for diverse recreational trail use, 30 percent for motorized recreation, and 30 percent for non-motorized recreation. The 40-30-30 requirement applies to on-the-ground trail projects and to the safety and environmental educational projects.

The diverse, motorized, and non-motorized percentages are minimum requirements that must be met, and may be exceeded. A project for diverse motorized recreation (such as snowmobile and ATV use) may satisfy the 40 percent diverse use requirement and the 30 percent motorized use requirement simultaneously. A project for diverse non-motorized use (such as pedestrian and bicycle use) may satisfy the 40 percent diverse use requirement and the 30 percent non-motorized use requirement simultaneously.

To provide flexibility in RTP selection, FHWA established five categories to account for the 40-30-30 requirements:

- 1) Non-motorized single use project: A project primarily intended to benefit only one mode of non-motorized recreational trail use, such as pedestrian only, or equestrian only. RTP projects serving various pedestrian uses (such as walking, hiking, wheelchair use, running, bird-watching, nature interpretation, backpacking) constitute a single use for the purposes of this category. A project serving various non-motorized human-powered snow uses (such as skiing, snowshoeing) constitutes single use for this category.
- 2) Non-motorized diverse use project: A project primarily intended to benefit more than one mode on non-motorized recreational use such as: walking, bicycling, and skating; both pedestrian and equestrian use; or pedestrian use in the summer and cross-country skiing use in the winter.
- 3) Diverse use project including both motorized and non-motorized uses: A project intended to benefit both non-motorized recreational trail use and motorized recreational trail use. This category includes RTP projects where motorized and non-motorized uses are separated by season, such as equestrian use in summer and snowmobile use in winter.
- 4) Motorized single use project: A project primarily intended to benefit only one mode of motorized recreational use, such as snowmobiling. A project may be classified in this category if the project also benefits some non-motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.
- 5) Motorized diverse use project: A project primarily intended to benefit more than one mode of motorized recreational use, such as: motorcycle and ATV use; or ATV use in the summer and snowmobile use in the winter. A project may be classified in this category if the project also benefits some non-

motorized uses (it is not necessary to exclude non-motorized uses), but the primary intent must be for the benefit of motorized use.

Projects in categories 1 and 2 above count toward the 30 percent non-motorized use requirement; projects in categories 4 and 5 above count toward the 30 percent motorized use requirement; and, projects in categories 2, 3 and 5 above count toward the 40 percent diverse trail use requirement.

1.10 Environmental Requirements

Federal RTP guidance requires documentation of compliance with the National Environmental Policy Act (NEPA) and other federal environmental laws, regulations, and Executive Orders as part of an authorized project. Compliance with state environmental laws is also necessary. In most cases, this means a simple certification of compliance by the applicant and not a full document review.

Most eligible projects will qualify as Categorical Exclusions under NEPA (23 CFR 771.117). Each project, however, must be reviewed to assure that it does not have a significant impact on the environment. A Social, Economic and Environmental Impact Form (page 30) is provided as part of the application packet and must be completed, and signed, by all project applicants. Projects on federal land are required to certify and document compliance with NEPA and other federal regulatory requirements by Land Manager.

Compliance with the National Environmental Policy Act is required regardless of where your project is located (federal, state, county, city, or private land) because the Recreational Trails Program is federally funded. Projects on Federal Lands require a record of decision be submitted with the application.

Any environmental analysis must be completed within 90 days after receipt of the grant award letter, otherwise the award will be forfeited.

1.11 Special Instructions

Non-profit Applicants

A non-profit organization must provide documentation of its non-profit status and its federal tax identification number as part of the application package.

Structural Development Projects

Projects that include structural development (bridges, boardwalks, shelters, etc.) are required to have plans and specifications prepared or approved by a professional engineer within 90 days of notice of grant award, otherwise the award will be forfeited.

Acquisition Projects

Projects for the acquisition of property rights (fee simple and/or easement) must comply with the terms of Title II and Title III of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 and the applicable requirements and procedures implementing such Act, and other provisions of federal laws and executive orders as identified in the Project Agreement and General Provisions.

Applicants intending to acquire property are required to obtain an appraisal of the property conducted according to the terms of the Uniform Appraisal Standards for Federal Land Acquisitions (UASFLA – “Yellow Book”). Applicants are also required to obtain an appraisal review to ensure compliance with UASFLA.

Acquisition costs are considered incurred when:

- A property deed or other conveyance is accepted by the project sponsor; or
- First payment is made on the subject property to an escrow account/agency for the property.

No purchase agreement, option, etc., or price negotiations shall be entered into prior to project approval.

Property rights acquired using RTP funds may be subject to retention and control requirements of the 6(f)(3) provisions of the Land and Water Conservation Fund Act of 1965.

Projects involving acquisition may require an extended time line once approved due to the need for the appraisal, appraisal review, and securing any necessary permits. Applicants should allow for these factors if planning an acquisition project.

1.12 Record Retention

All program and financial records shall be retained by the applicant for state and federal audit purposes following completion of the project. At a minimum, the following records will be retained and made available for audit:

- Invoices for purchased materials (including donated materials).
- Invoices for all design and construction costs (including donated services).
- Copies of signed time sheets for all donated labor.
- Cancelled checks, or copies, or other appropriate proof of payment.

1.13 Request for Change in Approved Scope or Funding of Project

Requests for changes to project scope and/or increase in RTP funding level must be submitted in writing to the State Trail Administrator. Changes in project scope may be approved by BP&L staff (**applicant cannot request an extension of time for completion of project**). Changes that increase RTP funding levels cannot exceed the maximum amount of RTP funds allowable under the grant size categories (Safety/Environmental Education - \$5K, small – less than \$10K, regular - \$10 to \$30K)

applied for, and are subject to the availability of funds and approval of the Maine Trails Advisory Committee. If approved, a Project Agreement Amendment will be prepared and forwarded to the sponsor for signature.

1.14 Project Completion

RTP projects must be completed and final reimbursement requested within three (3) years of sponsor being notified of grant award. Projects will not be extended beyond this time period. Any balance of RTP funds remaining after the three year period has lapsed will be reallocated to other projects.

1.15 Compliance and Construction Report

Project progress inspections may be conducted by state or federal employees at any time. This may include on-the-ground project inspection and/or review of the sponsor's RTP records and files. Upon notification of project completion, BP&L will inspect the project, prepare a written report, and forward a copy to the applicant. Recommendations for corrective action will be made if appropriate. Deficiencies, if any, will be corrected and reported in writing to BP&L within four (4) weeks of applicant's receipt of the inspection report. A portion of the final reimbursement payment may be withheld pending the final inspection and completion of any corrective measures, if deemed necessary, by the STA, BP&L, FHWA, and/or any entity having regulatory jurisdiction over the project.

SECTION 2.0 TRAIL DEVELOPMENT PROJECTS

2.1 Application Checklist

The items necessary to complete the Recreational Trails Program Development Project application are listed below (see page 34 for Safety/Environmental Education application instructions and material). Please provide these items in the order listed. Each section should be labeled, indexed, or tabbed as indicated. **Use this checklist to ensure you have submitted a complete application. Incomplete applications may not be considered for funding, or may be penalized in the scoring process.** Applicants must provide **one original (marked as “Original”) and five copies of the completed application on or before the application deadline of November 9, 2006.**

A) Transmittal (cover) Letter

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A Letter of Transmittal, or Cover Letter, on municipal or organization letterhead must accompany the RTP application. The letter must be signed and dated by the applicant’s Chief Executive Officer and is the assurance that the applying entity endorses the proposal. The letter **must** contain the following statement:

“The Project Applicant, (*insert name of organization*), has the ability and intent to finance its share of the proposed project costs, including long-term management and maintenance. Actual project development will not start until the sponsor and BP&L have signed a project agreement. The project, if approved, will begin promptly and will be completed by the date indicated on the project agreement. If the project is approved, expenditure documentation submitted will reflect only those items listed in the project budget. Any changes must be approved by a project agreement amendment.”

Documentation of non-profit status must accompany the transmittal letter for non-profit applicants.

B) Application Forms (pages 17 to 33)

a. Part I – General Information

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b. Part 2 - Financial Information

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c. Part 3 - Evaluation Criteria/Project Narrative

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d. Part 4 - Social, Economic, and Environmental Assessment

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C) Resolution/Vote of legislative body of membership

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A signed copy of a Resolution voted upon by the appropriate legislative body or membership authorizing the submission of the application **must** be included in the application package. The resolution will indicate the date of the vote and number of votes for and against. **Failure to provide a resolution will result in your application being disqualified for funding.**

D) Town/City Planning/Zoning Board Statement

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A signed statement from the town(s) the project is to be located in stating the proposed project has been reviewed by the appropriate boards (planning, zoning, etc.) and is consistent with applicable local plans and ordinances. **Failure to provide this statement will result in your application being disqualified for funding.**

E) Project Maps

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Maps:

- Vicinity Map: Submit map identifying the location of the project within a region of the State (not to exceed 11 x 17).
- Site Location Map: Submit map indicating the specific site location, existing or proposed trail, or trail facility. This map must clearly depict the project location in relation to roads, trails, rivers/stream, and any other geographic features that will aid in identification of the project's precise location (not to exceed 11 x 17).

F) Land Owner Approval Documentation

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Submit copies of all deeds, easements, leases, license, use agreements, etc. to develop/use the property the proposed project will be located on. Such agreements must indicate the length of time, types of trail use allowed, and any other conditions attached to the use of the property. All landowner agreements must be obtained and copies provided to the State Trail Administrator within 90 days of grant award, otherwise, the grant will be forfeited (excludes acquisition projects).

G) Permits

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All permits needed for the proposed project must be obtained and copies provided to the State Trail Administrator within 90 days of notification of grant award, otherwise, the grant will be forfeited.

H) Maine Historic Preservation Review

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All applicants must submit a copy of their Part 1: General Information and maps/plans to the Maine Historic Preservation Commission (MSHPC) for approval prior to submitting the application to the BP&L (recommend a MINIMUM of 4 weeks prior to deadline for submission to BP&L). A copy of MSHPC response **must** be forwarded to the State Trail Administrator within 90 days of grant award, otherwise, the grant will be forfeited.

The address for MSHPC is:

Maine Historic Preservation Commission, 65 State House Station, Augusta, Maine 04333.

G) Support Documentation



Copies of any/all documentation that supports your project and other documents referenced in the application. This includes such things as:

- Comprehensive, Recreation, and/or Trail Plans – copies of the cover/title page(s) and only those sections of the plan(s) that apply to this project.
- Support letters – **petitions and form letters will not be accepted**. Include support letters in the application - **do not** have letters mailed directly to State Trail Administrator.
- Photographs
- Copies of newspaper and magazine articles
- Anything else that you feel is important or pertinent

2.2 Application Instructions

Use the forms provided, do not create your own. Do not exceed the spaces provided in the application.

RTP Grant Application Form – Part 1: General Information

1. Applicant Information
 - Provide name and mailing address of applicant
 - Provide name of contact person, telephone number and e-mail address
 - Check appropriate box to indicate applicant classification. **If non-profit, provide documentation of non-profit status**
 - Provide Federal Tax ID Number. **Required in order to be approved for funding**
2. Project Location
 - Provide name of project
 - List names of city(ies)/town(s) and county(ies) where project is located
3. Recreational Trail Project Type
 - Check the box that most closely describes your project. Refer to page 5 for project definitions. **Your project will compete against similar type projects for funding.**
4. Eligibility Category
 - Check the box that most closely describes your project. Refer to page 1 and 2 for project definitions.
5. Summary Project Description
 - Briefly describe your proposed project. Include units of measurement for the project (i.e., will renovate 1.5 miles of trail, will construct 80 foot timber bridge, will acquire 0.5 acre for development of trailhead parking lot).
6. User Information
 - Check all boxes that apply. Uses indicated in this section should agree with uses allowed under your control and tenure documentation for trail activity.

7. Project Land is:
 - Check all boxes that apply.
 - If trail fee is charged, provide a copy of the fee schedule.
 - Check all boxes that apply for land control/tenure. **Include copies of documentation (licenses, leases, deeds, etc.)**
8. Trail Linkages
 - Check appropriate box. If yes, list trail(s) project links to.
 - Check appropriate box for significance of **this** project.
9. Grant Category
 - Check appropriate box for level of funding being applied for.
10. Budget Summary
 - Provide estimate total project cost
 - Provide amount of RTP funds being requested (cannot exceed 80% or total cost)

RTP Grant Application Form – Part 2: Financial Information

Estimated Project Costs

1. Provide estimated cost of design/engineering services
2. Provide description and estimated cost of purchased services
3. Provide description and estimated cost of construction services
4. Provide description and estimated cost of equipment rental
5. Provide description and estimated cost of project materials
6. Provide estimated hours and cost of in-kind labor
7. Provide estimated hours and cost of project administration
8. Provide estimated acquisition costs
9. Sum items 1 through 8

Cost Share Summary

Provide a breakdown summary to show funding source for each cost item.

RTP Grant Application Form – Part 3: Evaluation Criteria/Project Narrative

The information you provide will determine the numerical score your project will receive from the Application Review Committee. Be clear and concise. Use only the space provided under each section and **do not** attach additional sheets.

To be completed for all projects:

1. Project Description
 - Fully describe your project scope. Include information such as: length of trail(s)/area (sq. ft/acres) to be developed/acquired), specific improvements to be funded with RTP funds, terrain, aesthetic/cultural//unique features along trail, user profile and service area, alternative transportation benefits, etc.
2. Permits
 - Describe what permits are needed for the project. Provide copies of permits if they have already been obtained.

3. Environmental Mitigation
 - If applicable, describe how this project will correct or mitigate **specific** existing adverse environmental impacts or problems.
4. Maintenance Commitment
 - Describe **who** will maintain the project and where **maintenance labor, equipment, and funding** will come from.
5. Community Support
 - Indicate what groups/organizations support this project. Include documentation to show support from those groups/organizations listed.
6. Trail Corridor Sharing
 - Describe or list the various types of uses to be allowed on the trail (should coincide with those checked in Part 1, Section 6 and with land control/tenure documentation). How does the project accommodate various trail uses and how will conflicts between user groups (if applicable) be avoided/resolved?
7. Funding
 - List the amount/value of match to be provided from the various sources. For each source, check the appropriate box to indicate: no contact has been made with this source; contact made but no commitment made for match; or, match has been committed. **For items shown as “match has been committed”, provide letter of commitment from source (including in-kind labor) for the amount/value listed.**
8. Control and Tenure
 - Check the appropriate box(es) and provide documentation.
9. Trail User Education
 - Describe how you will make the public aware of the project’s existence and availability.
10. Accessibility
 - Citing specific guidelines/standards, describe how the project will provide access to persons with disabilities and/or impairments.
11. Previous RTP Grant History
 - Check the appropriate box(es) to indicate what year(s) your organization has previously received an RTP grant(s).
12. Youth Conservation/Service Corps
 - Will this project utilize the Maine Conservation Corps (MCC)? If yes, provide a letter of commitment from MCC.

Contact:

Maine Conservation Corps (MCC)
Linda Shapleigh (287-2501) or linda.shapleigh@maine.gov
Lester Kenway (287-3310) or lester.kenway@maine.gov
124 State House Station
Augusta, Maine 04333

Next section to be completed for grants in excess of \$10K:

13. Need Assessment
 - If the project is identified as a priority in a plan, provide copies of the cover page and the section (**not the entire plan**) of the plan(s) related to the project. If not identified in a plan, who determined the need and how?

14. Project Planning/Design/Maintenance for Intended Users

- Describe the planning process for the project: who was/will be involved, who/how will the project be administered and managed.
- How will the project be designed, constructed, and maintained to be adequate for all the various trail users listed in Section 6 above?

15. Partnerships

- Does this project create partnerships between agencies, organizations, trail users? Who and how? Provide documentation.

16. Linkages

- Does the project create/extend linkages to other trails, conserved lands, recreation areas, and if so, what are they? Are the trail linkages local, regional, state-wide, or national significance.

17. Status of Previously Funded RTP Projects

- Provide a brief narrative of each project your organization has received RTP funding for (project name, project number, project condition, is project still used/available to the public – if, not why?)

RTP Grant Application Form – Part 4: Social, Economic, and Environmental Assessment Checklist

1. Provide project name and name of applicant
2. For each item listed under “Issues/Question” (air quality through wild and scenic rivers), check the appropriate box under “Impact” that corresponds with how your project will affect each “Issue/Question”. Provide a brief description for any minor or major adverse “Impact” under column titled “Degree of Impact”.
3. Check the appropriate boxes regarding “compliance”, “environmental impact statement”, and “FONSI” (Finding of No Significant Impact).
4. Provide name and title of person completing this form
5. Have the appropriate person from the applicant organization sign and date this form.

Formatting:

1. Application must be on letter-sized paper (8 ½ x 11), except maps, plans, and drawings.
2. Maps, plans, drawings cannot exceed 11 x 17.
3. Keep your responses confined to the space provided or page limit noted.
4. Submit **one original and five copies** of your completed application to the address below.
5. Submit all materials together at the same time.
6. Do not put applications in hard cover notebooks or binders.
7. Fax copies will not be accepted.

Send to: Bud Newell, State Trail Administrator
Department of Conservation
22 State House Station
Augusta, Maine 04333

Deadline:

Complete application package must be postmarked by November 9, 2006.

Application packets postmarked after the deadline **will not** be accepted.

Contact for additional information on the RTP program, application and/or grant process, contact:

Bud Newell, State Trail Administrator
Phone (207)-287-4962
Fax (207)-287-6170
E-mail bud.newell@maine.gov

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RTP DEVELOPMENT APPLICATION – Part 1: GENERAL INFORMATION

1) Applicant Information: Please provide all of the following information.

Organization Name: _____.

Address: _____.

Contact Person Name and Title: _____.

Telephone #: _____ E-Mail: _____.

Applicant is:

Governmental

☐ Federal

☐ State

☐ County

☐ Municipal

Organization

☐ Non-Profit

☐ Other: _____.

Federal Tax ID Number: _____.

2) Project Location:

Project Name: _____.

Location: City/Town(s): _____.

County(s): _____.

3) Recreational Trail Project Type: Check the box for the type of project you are requesting funding for. Please refer to page 5 of the application packet to determine what category your project falls into.

☐ Non-motorized project

☐ Motorized project

☐ Diverse use project

4) Eligibility Category: Check the box that most closely describes the type of project proposed. Please refer to pages 1 and 2 of the application packet for more detailed definitions on these eligibility categories.

☐ Maintenance and restoration of existing trails

☐ Development and rehabilitation of trailside and trailhead facilities and trail linkages

☐ Construction of new recreational trails

☐ Acquisition of easements and fee simple title to property (must be willing seller)

☐ Improvements to access and use by persons with disabilities

☐ Water trail

☐ Construction of new trail on federal lands.

5) Summary Project Description: (include units of measure for your project –feet, miles, acres, etc.)	
6) User Information: Check all allowable trail uses that apply.	
<input type="checkbox"/> Hiking	<input type="checkbox"/> Running
<input type="checkbox"/> Skateboarding	<input type="checkbox"/> In-Line Skating
<input type="checkbox"/> Equestrian	<input type="checkbox"/> Snowshoeing
<input type="checkbox"/> Motorboating	<input type="checkbox"/> Paddling
<input type="checkbox"/> Dog sledding	<input type="checkbox"/> Snowmobiling
<input type="checkbox"/> Walking	
<input type="checkbox"/> Biking	
<input type="checkbox"/> X-Country Skiing	
<input type="checkbox"/> All-Terrain Vehicle	
<input type="checkbox"/> Accessible Access	
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other _____	
7) Project Land is: (check all that apply)	
<input type="checkbox"/> Publicly owned <input type="checkbox"/> Privately owned <input type="checkbox"/> Trail fee is charged (provide fee schedule)	
Project land is controlled by: (attach documentation)	
<input type="checkbox"/> Fee Simple <input type="checkbox"/> Easement <input type="checkbox"/> Lease <input type="checkbox"/> Written Permission	
<input type="checkbox"/> Other: _____	
8) Trail Linkages: Does this project link to, or is it an integral part of any other trail(s)?	
<input type="checkbox"/> No <input type="checkbox"/> Yes, explain: _____	
What is the significance of this project?	
<input type="checkbox"/> Local <input type="checkbox"/> Regional <input type="checkbox"/> Statewide <input type="checkbox"/> National	
9) Grant Category:	
<input type="checkbox"/> Small (<\$10K) <input type="checkbox"/> Medium (\$10K - \$30K) <input type="checkbox"/> Large (motorized bridge only)	
10) Budget Summary:	
Total Project Cost: \$	RTP Funds Requested: \$

RTP DEVELOPMENT APPLICATION – Part 2: FINANCIAL INFORMATION

Applicant needs to provide estimated project costs as follows:

1) Professional Design/Engineering Services \$_____.

2) Purchase of Services (professional trades people): List type of special services required

_____.	\$_____.
_____.	\$_____.
_____.	\$_____.
_____.	\$_____.

3) Construction Contract(s): Contract with General Contractor for completion of project.

Type of Contract: _____.	\$_____.
Type of Contract: _____.	\$_____.
Type of Contract: _____.	\$_____.
Type of Contract: _____.	\$_____.

4) Equipment Rental: (list types, i.e., dump truck, backhoe, welder, etc. Not hand tools)

_____.	_____ Hours	_____ Rate	\$_____.
_____.	_____ Hours	_____ Rate	\$_____.
_____.	_____ Hours	_____ Rate	\$_____.
_____.	_____ Hours	_____ Rate	\$_____.
_____.	_____ Hours	_____ Rate	\$_____.

5) Purchase of Materials:

<u>Project Use</u>	<u>Material</u>	<u>Unit Price</u>	<u>Quantity</u>	<u>Cost</u>
_____.				
_____.				
_____.				
_____.				
_____.				
_____.				

6) Direct Labor Cost: "In-kind" labor rate is a maximum of \$8.00/hour

Total Hours _____ X Wage/hour _____ = \$_____.

7) Administrative Cost(s)

Total Hours _____ X Wage/hour _____ = \$_____.

8) Acquisition Costs:

Fee Simple \$_____ Easement \$_____.

TOTAL PROJECT COST \$_____.

COST SHARE SUMMARY

	Grant Amount	Applicant Cash	Applicant In-kind	Total Cost
Design/Engineering	*			
Purchase of Services			**	
Construction Contracts			**	
Equipment Rental			**	
Materials			**	
Labor			***	
Administration	*			
Totals		****	****	

*Design/Engineering/Administration reimbursable costs cannot exceed 10% of RTP funds.

**Cost of donated materials, equipment, and/or labor must be verified.

***In-kind labor rate is \$8.00 per hour.

****Total Applicant cash and in-kind (donated) costs must be at least 20% of total project cost.

RTP DEVELOPMENT APPLICATION – Part 3: EVALUATION CRITERIA

Complete (in the space provided) sections number 1 through 12 for all grants:

1) Project Description

2) Permits

Explain what permits are required in order to complete the project. If permits have been secured, provide copies.

3) Environmental Mitigation (0-10 Points)

Describe how the project provides for the correction or mitigation of adverse impacts to the natural environment. Be specific.

4) Maintenance Commitment (0-15 Points)

What entity(ies) will be responsible to provide on-going maintenance for the project; what equipment will be needed, and is it currently available; what is the source of maintenance funds.

5) Community Support (0-10 Points)

What groups in the community/region support this proposal (trail user groups, community service organizations, community leaders, recreation/environmental groups, businesses, health organizations, etc.) and provide documentation of such support (letters, news articles, minutes of meetings, etc.).

6) Trail Corridor Sharing (0-10 Points)

What uses will be allowed on the trail (must be permitted by landowner and documentation provided). If the trail is multi-use, how does the project provide for compatible recreational activities, and what measure will be used to avoid user conflicts.

7) Funding (0-10 Points)

Indicate the source(s) of the local match (at least 20% of total project cost), and status of project match commitment at the time of application submission.

<u>Source</u>	<u>Amount</u>	<u>No contact</u>	<u>Contact, no Commitment</u>	<u>Committed*</u>
Municipal tax appropriation	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash from applicant's funds	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash donations from others	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-cash donations (materials)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donated labor	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Include letter of commitment from source for amount committed and tab as "**Exhibit 1**".

8) Control and Tenure (0-5 Points)

Do you have the right(s) to develop this property with RTP funds and to allow the general public to access and use the project for at least a five (5) year period (10 years for motorized projects in excess of \$30,000 in RTP funds)?

☐ Yes ☐ No

More than five (5) or ten (10) years? ☐ Yes How long? _____

9) Trail User Education (0-5 Points)

Describe how this project will be promoted and publicized to make the public aware of its existence and allowable uses.

10) Accessibility (0-5 Points)

Describe specifically how the project facilitates and improves the access and use of trails by persons with disabilities and impairments.

11) Previous RTP Grant History (0-10 Points)

Indicate the most recent year applicant has received an RTP grant:

- a). FY 2006 – 0 pts. ☐
- b). FY 2005 – 1 pt. ☐
- c). FY 2004 – 2 pts. ☐
- d). FY 2003 – 3 pts. ☐
- e). FY 2002 – 4 pts. ☐
- f). prior to FY 2002 – 5 pts. ☐
- g). no prior RTP grants – 10 pts. ☐

12) Youth Conservation/Service Corps (0-2 Points)

Is the project supported through a letter of commitment between the applicant and a recognized youth conservation or service corps in which the corps agrees to supply a stated amount of labor? (Maine Conservation Corps is the recognized youth conservation/service corp.).

Yes ☐ (provide copy of letter tabbed as “**Exhibit 3**”)

No ☐

Complete (in the space provided) sections number 13 through 17 for grants in excess of \$10K:

13) Need Assessment: (0-15 Points)

Is the proposed project identified as a priority need in a current (less than 5 years old) trail/greenways plan, land management plan, recreation plan, municipal/regional comprehensive plan, and/or State Comprehensive Outdoor Recreation Plan (SCORP)? If not, how was the need for the proposed project determined? Provide documentation to support the need assessment.

14) Project Planning/Design/Maintenance for Intended Users (0-15 Points)

a). Describe the planning/design process for the project. Have professionals such as landscape architects, engineers, planners been involved, or will they be involved if the grant is awarded? How will the project be administered and managed?

b.) How will the project be designed, constructed, and maintained to provide trail opportunities for all the various trail users identified in “Part 1, General Information, Section 6: User Information” of this application?

15) Partnerships (0-5 Points)

Does this project improve or create interagency cooperation, public/private, and/or private/private partnerships among trail users, private interests, organizations, and/or public agencies? If so, explain how and provide documentation, tabbed as “**Exhibit 2**” to show the entities involved in the partnership.

16) Linkages (0-10 Points)

If applicable, describe how this project provides linkages to other trails, greenways, scenic corridors, conservation lands, or cultural/historical/recreation areas. Are the linkages of local, regional, state-wide, or national significance?

17) Status of Previously Funded RTP Projects (-10 to 0 Points)

Provide a brief narrative on each previous project your organization has received RTP funding for. The narrative should provide the following information: project name, project number, is the project still available to and being used by the public (if not, explain why), condition of the project (**attach more pages if necessary**).

RTP DEVELOPMENT APPLICATION – Part 4: SOCIAL, ECONOMIC, AND ENVIRONMENTAL ASSESSMENT CHECKLIST

This form must be completed and signed for any project not located on federal lands.

Project Name:					
Applicant:					
ISSUES	QUESTION	IMPACT			DEGREE OF IMPACT
	Will the project...?	None	Minor	Major	Note conditions or source documentation for all Minor or Major Impacts
Air Quality	Degrade air quality				
Construction Impacts	Cause construction impact (erosion, noise, air, vibration, etc.				
Controversy	Have controversy or likely to cause controversy				
Endangered Species	Impact any endangered, threatened or species of special concern due to the project location or design				
Erosion	Involve major soil disturbance (depth or volume) or have erosion potential due to landform, wind patterns, or water volume				

ISSUES	QUESTION	IMPACT			DEGREE OF IMPACT
	Will the project...?	None	Minor	Major	Note conditions or source documentation for all Minor or Major Impacts
Excess Materials	Involve disposal of excess material outside planned construction limits				
Floodplain	Cross or lie adjacent to any floodplain area				
Groundwater, Geology, Earth borne	Impact groundwater, geology, or cause earth borne vibrations				
Historical, Archaeological, Cultural	Impact any historical structures				Please attach clearance letter from the State Historic Preservation Office
	Require excavation/ regarding				Please attach clearance letter from the State Historic Preservation Office
Hydroelectric Project Lands	Is any part of the project located on lands subject to a Federal Energy Regulatory Commission hydroelectric license				

ISSUES	QUESTION	IMPACT			DEGREE OF IMPACT
	Will the project...?	None	Minor	Major	Note conditions or source documentation for all Minor or Major Impacts
Land Use	Be consistent with local and regional land use plans				
Minerals	Impact commercial minerals and/or peat resources				
Noise	Impact noise sensitive receptors				
Parks, Recreation 4(f), Recreation 6(f), (LWCF)	Use significant public park, recreational or wildlife or waterfowl refuges, scientific and natural areas or any historic sites? Will the project impact any LWCF land				
Right-of-way	Require any R/W (easements)				
Stream/river Modifications	Change the course, current, or cross section of any stream or river				Please attach evidence of compliance with water and wetland regulations

ISSUES	QUESTION	IMPACT			DEGREE OF IMPACT
	Will the project...?	None	Minor	Major	Note conditions or source documentation for all Minor or Major Impacts
Visual Quality	Impact visual quality (view to or from facility)				
Water Quality	Impact water quality of lakes, streams, wetlands, etc.				Please attach evidence of compliance with water and wetland regulations
Wetlands	Have wetlands present within construction limits				Please attach evidence of compliance with water and wetland regulations
	Destroy or improve/create wetland habitat				Please attach evidence of compliance with water and wetland regulations
Wild and Scenic Rivers	Impact a state or federal wild and scenic river, federal candidate wild and scenic river				

1. Is project in compliance with applicable laws and regulations? ☐ Yes ☐ No
2. Is an Environmental Impact Statement required? ☐ Yes ☐ No
3. A "Finding of No Significant Impact (FONSI) can be made. Project will not significantly affect the quality of the environment ☐ Yes ☐ No

Prepared by (Print Name) _____ Name/Title _____ Date _____

Certifying Officer (Signature/Title) _____ Date _____

SECTION 3.0 TRAIL SAFETY/ENVIRONMENTAL EDUCATION PROJECTS

3.1 Application Checklist

The items necessary to complete the Recreational Trails Program Safety/Environmental Education Project application are listed below. **Use this checklist to ensure you have submitted a complete application. Incomplete applications may not be considered for funding.** Applicants must provide **one original (marked as “Original”) and five copies of the completed application on or before the application deadline of November 9, 2006.**

A) Transmittal (cover) Letter



A Letter of Transmittal, or Cover Letter, on municipal or organization letterhead must accompany the RTP application. The letter must be signed and dated by the applicant’s Chief Executive Officer and is the assurance that the applying entity endorses the proposal. The letter **must** contain the following statement:

“The Project Applicant, (*insert name of organization*), has the ability and intent to finance its share of the proposed project costs, including long-term management and maintenance. Actual project development will not start until the sponsor and BP&L have signed a project agreement. The project, if approved, will begin promptly and will be completed by the date indicated on the project agreement. If the project is approved, expenditure documentation submitted will reflect only those items listed in the project budget. Any changes must be approved by a project agreement amendment.”

Documentation of non-profit status must accompany the transmittal letter for non-profit applicants.

B) Resolution/Vote of legislative body of membership



A signed copy of a Resolution voted upon by the appropriate legislative body or membership authorizing the submission of the application must be included in the application package. The resolution will indicate the date of the vote and number of votes for and against. Failure to provide a resolution will result in your application

C) Non-profit Applicants

Non-profit organizations must provide documentation of its non-profit status and its federal tax identification number as part of the application package.

D) Application Forms (pages 35 to 38)

RTP SAFETY/ENVIRONMENTAL EDUCATION APPLICATION

1) Applicant Information: Please provide all of the following information.

Organization Name: _____.

Address: _____.

Contact Person Name and Title: _____.

Telephone #: _____ E-Mail: _____.

Applicant is:

Governmental

☐ Federal

☐ State

☐ County

☐ Municipal

Organization

☐ Non-Profit

☐ Other: _____.

Federal Tax ID Number: _____.

2) Project Location:

Project Name: _____.

Location: City/Town(s): _____.

County(s): _____.

3) Recreational Trail Project Type: Check the box for the type of project you are requesting funding for. Please refer to page 5 of the application packet to determine what category your project falls into.

☐ Non-motorized project

☐ Motorized project

☐ Diverse use project

4) Description of Project: Explain/describe what will be done, location of project, final product(s), etc.

Description of Project continued:

5) What association does this project have with trails or a specific trail?

6) Who will benefit from this project, and in what way?

7) Project Timetable: What is expected starting date, end date.				
8) Cost Share Summary: Provide an estimated cost breakdown of your project				
	Grant Amount	Applicant Cash	Applicant In-kind	Total Cost
Design	*			
Purchase of Services			**	
Materials			**	
Labor			***	
Administration	*			
Totals		****	****	
*Design/Administration reimbursable costs cannot exceed 10% of RTP funds. **Cost of donated materials, equipment, and/or labor must be verified. ***In-kind labor rate is \$8.00 per hour. ****Total Applicant cash and in-kind (donated) costs must be at least 20% of total project cost.				
9) Funding Indicate the source(s) of the local match (at least 20% of total project cost), and status of project match commitment at the time of application submission.				
<u>Source</u>	<u>Amount</u>	<u>No contact</u>	<u>Contact, no Commitment</u>	<u>Committed*</u>
Municipal tax appropriation	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash from applicant's funds	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash donations from others	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Non-cash donations (materials)	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Donated labor	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other: _____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
*Include letter of commitment from source for amount committed and tab as " Exhibit 1 ".				
10) Attach any additional documentation (maps, plans, samples/mock-ups, news articles) that support your project application.				

SECTION 4.0 PROJECT SELECTION

4.1 Committee Review

Grant applications will **not** be reviewed for completeness or accuracy prior to distribution to the review committee for scoring. Applications will be scored as submitted on their own merits. Applications that are not complete at the time of submittal may be penalized in the scoring and selection process.

The RTP Review Committee is composed of members of the Maine Trails Advisory Committee, the State Trails Administrator, and BP&L staff members. This committee will review the applications and recommend RTP grant funding priorities to the Director and/or Deputy Director of BP&L.

The project applications will be reviewed, scored using criteria approved by the BP&L and the Maine Trails Advisory Committee, and prioritized for funding based on:

- application score;
- availability of applicant's match;
- ability to start and complete the project in a timely manner;
- applicant's history with previous RTP grants and projects;
- project costs; and,
- merit of the project.

Project applicants will receive notice of project approval or rejection in writing. Projects will then be submitted to Federal Highway Administration (FHWA) for final approval.

After receipt of FHWA approval, a project agreement between the applicant and State of Maine will be signed. **The applicant may initiate development/acquisition activities upon receipt of a fully signed project agreement.**